

*Elkhart County Highway Division  
July 14, 2008*

## Request for Proposals Notification

***Project Location:*** *County Road 40 Bridge 189 over Stony Creek, Millersburg*

***Response Due Date and Time:*** *July 30, 2008 at 3:00 p.m. local time*

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a Letter of Interest (LoI) and other documents from firms qualified to perform engineering work on federal aid projects. A submittal does not guarantee that the firm will be contracted to perform any services but only serves notice that that firm desires to be considered.

**Contact for Questions:** *Thomas M. Rushlow, P.E.  
Elkhart County Highway Division  
610 Steury Avenue  
Goshen, IN 46528  
Telephone: (574) 534-9394  
Email: trushlow@elkcohwvy.org*

### **Submittal requirements:**

1. Letter of Interest (required content and instructions follow).
2. One (1) signed Affirmative Action Certification and associated required documents for all items with Disadvantaged Business Enterprise (DBE) goals (sample form follows).

**Submit To:** *Thomas M. Rushlow, P.E.  
Elkhart County Highway Division  
610 Steury Avenue  
Goshen, IN 46528*

### **Selection Procedures:**

Consultants will be selected for work items further described herein, based on the evaluation of the Letter of Interest (LoI) and other required documents. The Consultant Selection Rating Form that will be used to evaluate and score the submittals is included for your reference.

To be eligible for consideration, the lead consultant must be prequalified by the Indiana Department of Transportation (INDOT).

## Requirements for Letters of Interest (LoI)

### A. General instructions for Preparing and Submitting a Letter of Interest (LoI)

1. Provide the information as set out in Item B below, in the same order listed, signed by an officer of the firm. Scanned signed documents or electronically applied signatures are both acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LoI's shall be limited to a total of twelve (12) 8 ½" x 11" pages. Any DBE information supplied may be in addition to these 12 pages.
3. LoI's must be received not later than "Response Due Date and Time" as shown in the RFP header shown above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.

### B. Letter of Interest Content

#### 1. Identification and Qualifications

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub-consultants, their DBE status, and the percentage of work to be performed by the lead consultant and each sub-consultant (sample Affirmative Action Certification follows). A listing of certified DBE's eligible to be considered for selection as sub-consultants for this RFP can be found at the INDOT website.
- c. Provide not more than three examples of similar projects performed in the last 5 years. The examples should include:
  - A description of the project and when it was performed.
  - Your involvement in the project.
  - Any special environmental, political or technical problems involved in the project and how the problems were resolved.
  - The name and phone number of the owner's representative in charge of the project.
  - The preliminary engineering fee for the project.
  - The total cost of the project.

## 2. Key Staff and Project Approach

- b. List the Project Manager and other key staff members, including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications.
- c. Provide resumes for project personnel.
- d. Provide an organizational chart illustrating the relationship between the Project Manager, key personnel and sub-consultants.
- e. Describe the capacity of your staff and their ability to perform the work in a timely manner relative to present workload and the availability of the assigned staff.
- f. Provide a description of your Project Approach. The project approach should include a statement of project understanding and a level of effort document including:
  - A listing of all major tasks.
  - A detailed inventory of all proposed project personnel by task.
  - Proposed hours for all project personnel by task.
  - A project schedule.

The consultant must list and describe all assumptions used in developing the level of effort document.

### **Requirements for Affirmative Action Certification**

A completed Affirmative Action Certification form is required for all items that identify a DBE goal. The consultant must identify the DBE firms with which it intends to subcontract. Include the contract participation percentage of each DBE and list what the DBE will be subcontracted to perform on the Affirmative Action Certification Form. **Copies of DBE certifications, as issued by INDOT, for each firm listed are to be included as additional pages after the form.** If the consultant does not meet the DBE goal, the consultant must provide documentations on additional pages that it has made good faith efforts to achieve the DBE goal. Please review the DBE program based on any goals set and complete the DBE Affirmative Action Certification form as applicable. What constitutes good faith efforts is explained in detail within the DBE program information referred to above. If no goal is set then no Affirmative Action Certification form is required. INDOT's DBE Program Information is available at the INDOT website.

**DBE subcontracting goals apply to all prime submitting consultants, regardless of the prime's status of DBE.**

## Work item details:

Local Public Agency: *Elkhart County*

Project Location: *County Road 40 Bridge 189 over Stony Creek, Millersburg*

INDOT District: *Ft. Wayne*

INDOT Des#: *0800725*

Project Phases Included: *Preliminary Engineering*

Project Description: *The project consists of preparing all contract documents and obtaining all approvals necessary for the replacement of the bridge superstructure and repair or modification of the substructure. The proposed superstructure will be prestressed box beams. The bridge width shall be adjusted as required to meet current minimum standards. Approach work will include only that which is absolutely necessary. All work must be completed to advertise the project on the November 16, 2011 bid letting.*

Estimated Construction Amount: *\$494,000.00*

Funding: *100% local funds to be used as match credits using federal funds*

Term of Contract: *From November 1, 2008 to the proposed project letting date of November 16, 2011*

DBE goal: *0%*

Required Prequalification Categories:

- 5.2 Environmental Document Preparation – CE*
- 6.1 Topographic Data Collection*
- 8.1 Non-Complex Roadway Design*
- 9.2 Level 2 Bridge Design*

# Selection Rating for RFP: \_\_\_\_\_

**Consultant Name:** \_\_\_\_\_

**Services Description:** \_\_\_\_\_

<b>Evaluation Criteria to be Rated by Scorers</b>					
Category	Scoring Criteria	Scale	Score	Weight	Weighted Score
<b>Past Performance</b>	<b>Performance evaluation score averages from historical performance data.</b>				
	Quality score for similar work from INDOT performance database.			6	
	Schedule score from INDOT performance database.			3	
	Responsiveness score from INDOT performance database.			1	
<b>Capacity of Team to do Work</b>	<b>Evaluation of team's personnel and equipment to perform the project on time</b>				
	Availability of more than adequate capacity that results in added value.	1		20	
	Adequate capacity to meet the schedule.	0			
	Insufficient available capacity to meet the schedule.	-1			
<b>Team's Demonstrated Qualifications</b>	<b>Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable.</b>				
	Demonstrated outstanding expertise and resources identified for req'd services for value added benefit.	2		15	
	Demonstrated high level of expertise and resources identified for req'd services for value added benefit.	1			
	Expertise and resources at appropriate level.	0			
	Insufficient expertise and/or resources.	-3			
<b>Project Manager</b>	<b>Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills.</b>				
	Demonstrated outstanding experience in similar type and complexity.	2		10	
	Demonstrated high level of experience in similar type and complexity.	1			
	Experience in similar type and complexity shown in resume'	0			
	Experience in different type or lower complexity.	-1			
Insufficient experience.	-3				
<b>Approach to Project</b>	<b>Project Understanding and Innovation that provides cost and/or time savings.</b>				
	High level of understanding and viable innovative ideas proposed.	2		15	
	High level of understanding of the project.	1			
	Basic understanding of the project.	0			
	Lack of project understanding.	-3			
<b>Location</b>	<b>Location of assigned staff office relative to project</b>				
	Within 50 miles	1		5	
	51 to 150 miles	0			
	151 to 500 miles	-1			
	Greater than 500 miles	-2			
<b>Weighted Sub-Total</b>					

The scores assigned above represent my best judgment of the consultant's abilities for the rating categories.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

Request for Proposals No. \_\_\_\_\_  
Item No. \_\_\_\_\_

**AFFIRMATIVE ACTION CERTIFICATION**

I do hereby certify that it is the intention of my company to affirmatively seek out and consider DBEs certified in the State of Indiana, to participate as part of this proposal. (For listing of DBE certified firms, see [www.in.gov/dot/div/legal/DBE/dbe\\_list.xls](http://www.in.gov/dot/div/legal/DBE/dbe_list.xls).)

I understand and agree that all subconsulting in connection with this proposal, whether undertaken prior to or subsequent to the notice to proceed, shall be in accordance with the requirements for the Disadvantaged Business Enterprise Program, included elsewhere in this RFP. I understand and agree that no subcontracting shall be approved or commenced until the Department of Transportation has reviewed and approved the affirmative actions taken by my company or me.

I understand that utilization of certified DBEs is in addition to all other equal employment requirements of this RFP.

I acknowledge that this certification is to be made an integral part of this proposal.

I understand and agree that the submission of a blank certification may cause the proposal to be rejected.

I hereby certify that contact has been made with the certified DBEs listed in this certification, and that, if my company becomes the CONSULTANT, the certified DBEs have tentatively agreed to perform the services listed below.

I understand that neither my company nor I will be penalized for amounts achieved over or under the amount shown for **voluntary** DBE utilization that exceeds the goal.

After contract award, any change to the firms listed in this Affirmative Action Certification under race/gender conscious must have prior approval by INDOT's Economic Opportunity Section, Central Office.

**SUBCONSULTANTS**

**DBE SUBCONSULTANTS TO BE APPLIED TOWARD GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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**DBE SUBCONSULTANTS TO BE USED BEYOND GOAL (RACE/GENDER CONSCIOUS)**

<u>Certified DBE Name &amp; Address</u>	<u>Service Planned</u>	<u>Planned percentage to be paid to DBE</u>
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Total Percentage Credited toward DBE Goal (Race/Gender Conscious): \_\_\_\_\_

Total Percentage of Voluntary DBE Work Anticipated over DBE Goal (Race/Gender Neutral): \_\_\_\_\_

Name of Company: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_